



CHILD CARE AND DEVELOPMENT FUND PLAN

FOR

FFY 2002-2003

This Plan describes the CCDF program to be conducted by the State for the period 10/1/01 – 9/30/03. As provided for in the applicable statutes and regulations, the Lead Agency has the flexibility to modify this program at any time, including changing the options selected or described herein.

The official text of the applicable laws and regulations govern, and the Lead Agency acknowledges its responsibility to adhere to them regardless of the fact that, for purposes of simplicity and clarity, the specific provisions printed herein are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text.

Public reporting burden for this collection of information is estimated to average 162.57 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

(Form ACF 118 Approved OMB Number: 0970-0114 expires xxxxx)

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AMENDMENTS LOG

Child Care and Development Services Plan for
For the period: 10/1/01 -- 9/30/03

SECTION AMENDED	EFFECTIVE/ PROPOSED EFFECTIVE DATE	DATE SUBMITTED TO ACF	DATE APPROVED BY ACF

Instructions:

- 1) Lead Agency completes the first 3 columns and sends a photocopy of this Log (showing the latest amendment sent to ACF) and the amended section(s) to the ACF Regional contact. A copy of the Log, showing the latest amendment pending in ACF, is retained in the Lead Agency's Plan.
- 2) ACF completes column 4 and returns a photocopy of the Log to the grantee.
- 3) The Lead Agency replaces this page in the Plan with the copy of the Log received from ACF showing the approval date.

Note: This process depends on repeated subsequent use of the same Log page over the life of the Plan. At any time the Log should reflect all amendments, both approved and pending in ACF. The Lead Agency is advised to retain those "old" plan pages that are superseded by amendments in a separate appendix to its Plan.

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PART 1 -- ADMINISTRATION

The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E)

1.1 Lead Agency Information: (as designated by State chief executive officer)

Name of Lead Agency: New Hampshire Department of Health & Human Services

Address of Lead Agency: 129 Pleasant Street
Concord NH 03301

Name and Title of the
Lead Agency's Chief Executive Officer: Donald L. Shumway, Commissioner

Phone & Fax Numbers: (Tel.) (603) 271-4331
(Fax) (603) 271-4912

1.2 State Child Care (CCDF) Contact Information: (day-to-day contact)

Name and Title of the
State Child Care Contact (CCDF): Margaret Leitch Copeland, Ed.D.
Administrator, Child Development Bureau

Address of Contact: 129 Pleasant Street
Concord NH 03301

Phone & Fax Numbers: (Tel.) (603) 271-8153
(Fax) (603) 271-7982

E-Mail Address: mleitchc@dhhs.state.nh.us

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- 1.3** The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period: October 1, 2001 through September 30, 2002. (§98.13(a)) Currently estimates are unavailable from the Federal Government. Estimated based on current funding:
- Federal Child Care & Development Fund: \$13,000,000
 - Federal TANF Transfer to CCDF (if known): \$0
 - Direct Federal TANF Spending on Child Care (if known): \$0
 - State Maintenance of Effort Funds: \$4,500,000
 - State Matching Funds: \$5,600,000
- 1.4** The Lead Agency estimates that the following amount (and percentage) of the CCDF will be used to administer the program (not to exceed 5 percent): \$1,155,000 (5%). (658E(c)(3), §§98.13(a), 98.52)
- 1.5** Does the Lead Agency directly administer and implement all services, programs and activities funded under the CCDF Act, including those described in Part 5 – Activities & Services to Improve the Quality and Availability of Child Care?
- () Yes. – GO to Section 1.8.
- (X) No, and the following describes how the Lead Agency maintains overall control when services or activities are provided through other agencies. (658D(b)(1)(A), §98.11)
- The agency will contract services and activities described in Part 5 and monitor their compliance.
- 1.6** For **child care services** funded under §98.50 (i.e., certificates, vouchers, grants/contracts for slots **based on individual eligibility**), does the Lead Agency itself: (§98.11)
- Determine individual eligibility of non-TANF families? YES X NO ____
If NO, identify the name and type of agency that determines eligibility of non-TANF families for child care:

 - Determine individual eligibility of TANF families? YES X NO ____
If NO, identify the name and type of agency that determines eligibility of TANF families for child care:

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- Assist parents in locating child care? YES ____ NO X
If NO, identify the name and type of agency that assists parents:

10 Child Care Resource and Referral Agencies: Child Care Services of NCEF, Child Care Project of Dartmouth College, Child and Family Services, Families Matter in Carroll County, Southwestern Community Services, Lakes Region Community Services Council, Easter Seals, City of Nashua Child Care Services, Strafford County Child Care Resource and Referral and RCA Child Care Services.

- Make payments to providers? YES X NO ____
If NO, identify the name and type of agency that makes payments:

1.7 Is any entity named in response to section 1.6 a non-governmental entity? (658D(b), §§98.10(a), 98.11(a))

- () No.
(X) Yes, the following entities named in section 1.6 are non-governmental:

10 Child Care Resource and Referral Agencies: Child Care Services of NCEF, Child Care Project of Dartmouth College, Child and Family Services, Families Matter in Carroll County, Southwestern Community Services, Lakes Region Community Services Council, Easter Seals, City of Nashua Child Care Services, Strafford County Child Care Resource and Referral and RCA Child Care Services.

Section 1.8 - Use of Private Donated Funds

1.8.1 Will the Lead Agency use private donated funds to meet a part of the matching requirement of the CCDF pursuant to §98.53(e)(2) and (f)?

- (X) No. GO TO 1.9
() Yes, and the entity designated to receive private donated funds is:
Name of entity:
Address:
Contact:

1.8.2 Is the entity designated to receive private donated funds (named above) a non-governmental agency? (§98.11(a))

- () Yes.
() No.

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Section 1.9 - Use of State Pre-Kindergarten (Pre-K) Expenditures

1.9.1 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF maintenance of effort (MOE) requirement?

(X) No.

() Yes, and the State assures that its level of effort in full day/full year child care services has not been reduced, pursuant to §98.53(h)(1).

1.9.2 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF Matching Fund requirement? (§98.53(h))

(X) No.

() Yes, and the following describes State efforts to ensure that pre-K programs meet the needs of working parents (§98.53(h)(2)):

1.9.3 Will the State use Pre-K expenditures to meet more than 10% of the:

- Maintenance of effort requirement, OR
- Matching fund requirement?

If No to both, CHECK HERE X.

If Yes to either, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)).

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PART 2 -- DEVELOPING THE CHILD CARE PROGRAM

Section 2.1 – Consultation and Results of Coordination:

Describe the consultations the Lead Agency held in developing this Plan. At a minimum, the description must include the following: 1) the representatives of local governments (including tribal organizations when such organizations exist within the boundaries of the State) that were consulted (658D(b)(2), §§98.12(b), 98.14(b)); and, 2) the results of coordination with other Federal, State, local, and tribal (if applicable) agencies and programs including those involved with public health, employment, public education, and TANF. (658D(b)(1)(D), §§98.12(a), 98.14(a)(1) & (2))

The Child Care and Development Fund Plan was prepared as a collaborative effort within the Child Development Bureau of the Department of Health and Human Services.

In the fall of 2000, the Child Development Bureau sought input in the plan development from a broad group of stakeholders (see Appendix 3). Thanks to new technology, the input form was broadly distributed through the New Hampshire Children's Advocacy Network's list serve to over 70 member agencies and to governmental organizations through the New Hampshire Municipal Association Affiliate Group (NH Login). Hard copy input forms were distributed at many meetings attended by Child Development Bureau staff and copies were then further disseminated. Thus, input came from people and groups who had never previously contributed to the planning process. The Department sought input at the November 17, 2000 meeting of the New Hampshire Child Care Advisory Council, a legislatively mandated council whose role is to advise the Commissioner of the Department of Health and Human Services, the Commissioner of the Department of Education and the Governor on matters related to child care. The Child Care Advisory Council is reflective of the diverse body of stakeholders with an interest in the allocation of resources to the child care delivery system.

The composition of the New Hampshire Child Care Advisory Council (CCAC) includes membership from within the Department in the areas of Community and Public Health, Child Care Licensing, Division of Behavioral Health, Division of Developmental Services, Children, Youth and Families, and Head Start Collaboration. Others serving on the Child Care Advisory Council external to the department include representatives from the NH Association for the Education of Young Children, Department of Education, Head Start, NH Child Care Association, NH Family Child Care Association, Child Care Resource and Referral Network, legislative representatives, system of Community Technical Colleges, State University System, and American Academy of Pediatrics, PlusTime NH (School age child care), a business community representative, and parent representatives. Non-voting members who attend the meetings include leaders who represent non-profit and for-profit centers, employee-sponsored and church-sponsored child care, and two City child care coordinators. The primary agenda item at the March 19, 2001 meeting of the NH Child Care Advisory Council was a discussion of the plan submittal process.

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In addition, these representatives were able to bring information back to the individuals within their agencies and organizations for the purpose of informing them of the planning and public hearing process.

Representatives of local governments included the Child Care Coordinators from New Hampshire's two largest cities: Manchester and Nashua.

Section 2.2 - Public Hearing Process:

Describe the Statewide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan. At a minimum, the description must include the date(s) of the hearing(s), how and when the public was notified Statewide of the hearing(s), the hearing site(s), and how the content of the Plan was made available to the public in advance of the hearing. (658D(b)(1)(C), §98.14(c))

The public was notified of the Public Hearing dates on March 16, 2001 at the New Hampshire Child Care Advisory and in a state-wide newspaper on March 18, 2001 (see Appendix 4). The Plan was made available on the web on March 20, 2001. Hearings began on April 16, 2001 and concluded on May 22, 2001. Hearings were held in thirteen cities and towns: Keene, Colebrook, Berlin, Conway, Plymouth, Portsmouth, Lebanon, Manchester, Concord, Claremont, Rochester, Laconia, Littleton and Nashua.

Section 2.3 - Public-Private Partnerships: Describe the activities, including planned activities, to encourage public-private partnerships which promote private-sector involvement in meeting child care needs. (658D(b)(1), §98.16(d))

Staff Training Partnership: The Division for Children, Youth and Families contracts with a non-profit agency, _____ to create the DCYF Staff Training Partnership, which provides orientation and in-service training for DCYF staff, as well as producing the annual DCYF Conference in May for staff and providers. In addition to honoring 2 child care professionals, there will be workshops at the 2002 and 2003 DCYF conferences for the child care community. The Child Care Training Specialist has been funded through the Staff Training Partnership project, and, beginning July 1, 2001, there will be an additional part-time consulting position to train, mentor and monitor the Child Care Resource and Referral contracts and develop a bi-monthly Child Care Lecture, to be held at the Brown Building auditorium. The Child Care Training Specialist will facilitate Department-wide rules, policy and systems training as well as rules and policy training for the child care community. Additionally, this person will facilitate all of the Wheelock seminars, staff the Infant/Toddler Task Force and support the Child Development Bureau Customer Service group. Beginning in 2002, the Child Care Training Specialist will offer training of license-exempt childcare providers.

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Finance Circle Project: The Child Development Bureau will continue to collaborate with the Lakes Region Child Care Financing Collaborative and the Finance Circle Project to work toward experimentation with emerging best practice for community financing of quality early care and education. Currently under discussion is the creation of a childcare financial aid package for families, which includes CCDF scholarships and other funding sources while adhering to DHHS rules and policies.

Child Care Endowment Day of Learning: As New Hampshire's early care and education professionals have begun the study of using the higher education model for financing child care, the creation of endowments as part of child care financing has emerged as an interest. In the spring of 2003, The Child Development Bureau will collaborate with the NH Charitable Foundation to sponsor a day of learning on how to create a childcare endowment. Individual center staff and board members or community teams interested in beginning the development of an endowment will hear from lawyers, fundraisers and other professionals who have been successful in developing and marketing the concept of an endowment in other social service and educational areas.

Community Action Teams: As a result of the Educational Development Center/Wheelock College seminar held in June, 2000 called *Creating Professional Development: Community Action Teams*, seven teams are working in their home communities to support professional development. One has created scholarship packages for 22 child care workers to achieve the certificate at the local community technical college; two have begun credentialing campaigns; another has created a website of local training. Two presented their work at the April, 2001 NEAEC Conference. The Child Development Bureau continues to work with these teams.

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PART 3 -- CHILD CARE SERVICES OFFERED

Section 3.1 - Description of Child Care Services:

REMINDER: The Lead Agency must offer certificates for services funded under 45 CFR 98.50. (98.30) Certificates must permit parents to choose from a variety of child care categories including center-based care, group home care, family child care and in-home care. (§98.30(e))

3.1.1 In addition to offering certificates, does the Lead Agency also have grants or contracts for child care slots?

() No.

(X) Yes, and the following describes the types of child care services and the range of providers that will be available through grants or contracts: (658A(b)(1), 658P(4), §§98.16(g)(1), 98.30(a)(1) & (b))

The Department of Health and Human Services contracts with non-profit child care centers Statewide to provide comprehensive child care services to eligible families. Some of these centers also administer a family child care network.

3.1.2 The Lead Agency must allow for in-home care, but may limit its use. Does the Lead Agency limit the use of in-home care in any way?

(X) No.

() Yes, and the limits and the reasons for those limits are (§§98.16(g)(2), 98.30(e)(1)(iv)):

3.1.3 Are all of the child care services described in 3.1.1 above (including certificates) offered throughout the State? (658E(a), §98.16(g)(3))

(X) Yes

() No, and the following are the localities (political subdivisions) and the services that are not offered:

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Section 3.2 - Payment Rates for the Provision of Child Care:

The statute (at 658E(c)(4)) requires the Lead Agency to establish payment rates for child care services that ensure eligible children equal access to comparable care and these rates are provided as Appendix V. The attached payment rates are effective as of **September 1, 2000**.

The following is a summary of the facts relied on by the State to determine that the attached rates are sufficient to ensure equal access to comparable child care services provided to children whose parents are not eligible to receive child care assistance under the CCDF and other governmental programs. Include, at a minimum:

- The month and year of the local market rate survey(s): **March 29, 2000** (§98.43(b)(2))
- How the payment rates are adequate to ensure equal access based on the results of the above noted local market rate survey (i.e., the relationship between the attached payment rates and the market rates observed in the survey): (§98.43(b))

The State increased the payment rates by ten percent (10%) on October 1, 1998. The previous payment rates were based on a market rate survey conducted December, 1994. The State established an eligibility increase on January 1, 1999, of 190% of the federal poverty level. The Department's rate was raised 5% January 1, 2000 retroactive to July 1, 1999. The Department's rate was again increased 5% September 1, 2000. This reflects a 10% increase over 13 months. The Department's top rate prior to July 1, 1999 was \$26.20 per day. The Department's current top rate is \$28.90 per day, reflecting the 10% increase.

The Department completed a Market Rate Survey September 20, 2000. The survey was a census survey that determined the distribution of daily and hourly rates charged for child care for specific categories of care and age groups. The categories of Non-Contract/Licensed Child Care and Contract Child Care statewide were surveyed. Within these categories, child care centers, family child care home and school age child care were surveyed. Age segments surveyed within these categories were infant, toddler, pre-school, kindergarten and school-age care. Results from the survey will be used to ensure that families who receive subsidized child care have equal access to comparable child care provided to children whose families do not receive financial assistance for child care.

In August 2001, the Child Development Bureau will issue a Request for Proposals (RFP) to fund a Market Rate Survey.

The Director of DCYF has instructed staff to begin using the words "Child Care Development Fund Scholarships" on all forms and correspondence.

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- Additional facts that the Lead Agency relies on to determine that its payment rates ensure equal access include: (§98.43(d))

- If the payment rates do not reflect individual rates for the full range of providers -- center-based, group home, family and in-home care -- explain how the choice of the full range of providers is made available to parents:

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Section 3.3 - Eligibility Criteria for Child Care:

By statute, all eligible children must be under the age of 13 and reside with a family whose income does not exceed 85% of the State Median Income (SMI) for a family of the same size and whose parent(s) are working or attending a job training or educational program or who receive or need to receive protective services. (658E(c)(3)(B), 658P(3), §98.20(a))

3.3.1 Complete column (a) in the matrix below. Complete Column (b) ONLY IF the Lead Agency is using income eligibility limits lower than 85% of the SMI).

IF APPLICABLE

Family Size	(a) 85% of State Median Income (SMI) (\$/month)	(b) Income Level, lower than 85% SMI, if used to limit eligibility (\$/month) (62%)
1	\$2,247	\$1,639
2	\$2,939	\$2,144
3	\$3,630	\$2,648
4	\$4,322	\$3,152
5	\$5,013	\$3,657

3.3.2 How does the Lead Agency define “income” for the purposes of eligibility? Is any income deducted or excluded from total family income, for instance, work or medical expenses; child support paid to, or received from, other households; Supplemental Security Income (SSI) payments? Is the income of all family members included, or is the income of certain family members living in the household excluded? Please describe and/or include information as Attachment C. (§§98.16(g)(5), 98.20(b))

Income is defined as the total monthly monies received before taxes and other deductions. Count all types of income when determining eligibility levels except for the following:

- i) Any income of parents when three generations live in one household
- ii) Any income of a non-parent specified relative who is the child(ren)’s caretaker relative.
- iii) Foster care payments.
- iv) Adoption subsidies.
- v) Americorp, VISTA income

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Included in the assistance group if living in the same household are

- i) all children who have a biological, foster, step, or adoptive relationship, and
- ii) their biological, foster, step or adoptive parents.

- 3.3.3 Has the Lead Agency established additional eligibility conditions or priority rules, for example, income limits that vary in different parts of the State, special eligibility for families receiving TANF, or eligibility that differs for families that include a child with special needs? (658E(c)(3)(B), §98.16(g)(5), §98.20(b))

☐ No

☒ Yes, and the additional eligibility criteria are: (Terms must be defined in Appendix 2)

Established a supplemental rate of \$4.00 per day, or portion of a day, shall be paid in addition to the appropriate rate for a child with a developmental, educational, or medical disability as determined by

- i) An area agency for family centered supports or family support or special education services
- ii) Their school district or additional child care supports; or
- iii) Their child's physician, psychologist, or licensed social worker therapist.

- 3.3.4 Has the Lead Agency elected to waive, on a case-by-case basis, the fee and income eligibility requirements for cases in which children receive, or need to receive, protective services, as defined in Appendix 2? (658E(c)(3)(B), 658P(3)(C)(ii), §98.20(a)(3)(ii)(A))

☐ Not Applicable, CCDF-funded child care is not provided in cases in which children receive, or need to receive, protective services.

☐ No

☒ Yes

- 3.3.5 Does the Lead Agency allow child care for children age 13 and above who are physically and/or mentally incapable of self-care? (Physical and mental incapacity must then be defined in Appendix 2.) (658E(c)(3)(B), 658P(3), §98.20(a)(1)(ii))

☐ No

☒ Yes, and the upper age is 17.

- 3.3.6 Does the Lead Agency allow child care for children age 13 and above who are under court supervision? (658P(3), 658E(c)(3)(B), §98.20(a)(1)(ii))

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☐ No

☒ Yes, and the upper age is 21.

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- 3.3.7 Does the State choose to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities? (§§98.20(a)(3)(ii), 98.16(f)(7))
- () Yes. (**NOTE:** This means that for CCDF purposes the State considers these children to be in protective services.)
- (X) No.
- 3.3.8 Does the State choose to provide respite child care to children in protective services? (§§98.16(f)(7), 98.20(a)(3)(ii)(A) & (B))
- (X) Yes.
- () No.

Section 3.4 Priorities for Children:

- 3.4.1 The following describes the priorities for serving CCDF-eligible children including how statutorily required priority is given to children of families with very low family income and children with special needs: (Terms must be defined in Appendix 2) (658E(c)(3)(B))
- with special needs (as defined in Appendix 2)
 - of families with very low incomes, as defined in the table at section 3.3.1
- 3.4.2 The following describes how CCDF funds will be used to meet the needs of families who are receiving Temporary Assistance for Needy Families (TANF), families who are attempting through work activities to transition off of TANF, and families that are at risk of becoming dependent on TANF. (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §§98.50(e), 98.16(g)(4))
- DHHS will give priority to families who are receiving TANF, those transitioning off of TANF and those at risk of becoming dependent on TANF by accepting them before other eligible families whenever there is a waiting list, except for instances where other children in a family are already receiving services such that their family's continued participation is required.

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Section 3.5 - Sliding Fee Scale for Child Care Services:

- 3.5.1 A sliding fee scale, which is used to determine each family's contribution to the cost of child care, must vary based on income and the size of the family. A copy of this sliding fee scale for childcare services and an explanation of how it works is provided as Appendix 5.

Will the Lead Agency use additional factors to determine each family's contribution to the cost of child care? (658E(c)(3)(B), §98.42(b))

☒ No.

☐ Yes, and the following describes any additional factors that will be used to determine a family's contribution including, but not limited to, a maximum amount (family cap), number of children in care, and/or whether care is full or part-time:

- 3.5.2 Is the same sliding fee scale provided in the attachment in response to question 3.5.1 above in use in all parts of the State? (658E(c)(3)(B))

☒ Yes

☐ No, and other scale(s) are provided as Attachment ____.

- 3.5.3 The Lead Agency may waive contributions from families whose incomes are at or below the poverty level for a family of the same size, (§98.42(c)), and the poverty level used by the Lead Agency for a family of 3 is: \$15,970.

The Lead Agency must elect ONE of these options:

- ☐ ALL families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee.
- ☐ ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.
- ☒ SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee. A description of these families is:

Those families receiving TANF, protective or preventive assistance are not required to pay a fee.

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3.5.4 Does the Lead Agency allow child care providers to collect from families any unsubsidized portion of the providers' normal fees in addition to the copayment under CCDF? (§98.43(b)(3))

☐ No

☒ Yes, please describe:

3.5.5 The following is an explanation of how the copayments required by the Lead Agency's sliding fee scale(s) are affordable: (§98.43(b)(3))

The parent is required to make a \$.25 per week co-payment for Step 2 and a \$.50 per week co-payment for Step 3, per child, on the sliding fee scale (Attachment 5).

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Section 3.6 - Certificate Payment System:

A child care certificate means a certificate, check, or other disbursement that is issued by the Lead Agency directly to a parent who may use it only to pay for child care services from a variety of providers (including center-based, group home, family and in-home child care), or, if required, as a deposit for services. (658E(c)(2)(A)), 658P(2), §§98.2, 98.16(k), 98.30(c)(3) & (e)(1))

Describe the overall child care certificate payment process, including, at a minimum:

3.6.1 A description of the form of the certificate: (§98.16(k))

When a client is determined eligible to receive child care assistance, a Notice of Decision is automatically generated and sent to the client and provider stating that they are eligible for assistance and the period of time this eligibility covers.

3.6.2 A description of how the certificate program permits parents to choose from a variety of child care settings by explaining how a parent moves from receipt of the certificate to the choice of provider; (658E(c)(2)(A)(iii), 658P(2), §§98.2, 98.30(c)(4) & (e)(1) & (2))

When the person receives their Notice of Decision they can take it to the provider of their choice.

3.6.3 If the Lead Agency is also providing child care services through grants and contracts, explain how it ensures that parents offered child care services are given the option of receiving a child care certificate. (§98.30(a) & (b))

Parents are informed about the child care services and options available to them by either the Department's District Office staff, contract agencies or resource and referral agencies at their time of application.

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PART 4 - PROCESSES WITH PARENTS

4.1 The following describes the process for a family to apply/receive child care services (658D(b)(1)(A), 658E(c)(2)(D) & (3)(B), §§98.16(k), 98.30(a) through (e)). If the process varies for families based on eligibility category, for instance, TANF versus non-TANF, please describe. The description should include:

- How parents are informed of the availability of child care services and of available child care options;
- Where/how applications are made;
- Who makes the eligibility determination;
- How parents who receive TANF benefits are informed about the exception to individual penalties as described in 4.4; and
- Length of eligibility including variations that relate to the services provided, e.g., through collaborations with Head Start or pre-kindergarten programs.

Parents are informed about the child care services and options available to them by either the Department's District Office staff or contract agencies at their time of application.

To apply for child care services, a parent must:

1. Request child care in writing;
2. Participate in a face-to-face eligibility interview;
3. Provide verification of eligibility; and
4. Supply the name, address, age, cost of care and telephone number of each non-contract provider and state whether the provider has a license or, if not, that the provider is exempt from licensing.

District Office or contract agency staff will determine eligibility and send a Notice of Decision to the applicants and provider. Decisions are made within 30 days. New Hampshire Employment Program will notify participants regarding eligibility decisions.

Services can begin as soon as the application is complete if need be.

Eligibility is determined for six-month periods.

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DHHS District Offices: Because child care eligibility is determined at twelve DHHS District Offices around the state, the Department has invested in making these offices child and family-friendly. Engaging, developmentally appropriate materials and chairs have been added to lobbies; facilities for changing diapers have been added to client bathrooms; washable “upholstered” furniture has been added to family rooms; and crayons and paper as well as books are available for children who accompany their parents into the interview rooms.

- 4.2 The following is a detailed description of how the State maintains a record of substantiated parental complaints and how it makes the information regarding such parental complaints available to the public on request. (658E(c)(2)(C), §98.32))

The Office of Program Support, Licensing and Regulation Services, Bureau of Child Care Licensing investigates complaints against licensed child care agencies and investigates complaints of illegal, unlicensed child care agencies by sending a licensing specialist to do an on-site visit, if the allegation is a violation of a critical rule; non-critical rule violation allegations are dealt with by telephone. Complaints may be filed by parents, staff, neighbors, social service agencies, law enforcement or other individuals or organizations. A Statement of findings is completed for every substantiated complaint against a licensed child care agency. Statements of findings detail the violations found and are available to the public upon request from the Bureau of Child Care Licensing.

- 4.3 The following is a detailed description of the procedures in effect in the State for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds. (658E(c)(2)(B), §98.31))

The NH Child Care Agency Licensing Rules States “Child Care Agencies shall not prohibit parents of enrolled children from unannounced access to their child during all hours of operation. This shall include the observation of their child while the child is involved in daily activities with other children and their caregivers.” Also, at the time of application, the parent is given the Child Care Services brochure, which list a series of questions to ask when interviewing a potential provider, and one of the questions to ask is, “Be sure the provider will allow access to your child at all times”.

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- 4.4 The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care:

(NOTE: The TANF agency, not the Child Care Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record. The TANF agency that established these criteria or definitions is: Division of Family Assistance.

- "appropriate child care": means the child care provider is open for the hours and days the parent would need child care in order to comply with work requirements; is able and willing to provide child care services including any special needs of the child(ren); is either licensed or license exempt for the appropriate age group in accordance with RSA 170E; and the care provided is representative of the quality of child care provided to other child(ren) in the community.
- "reasonable distance": means the distance of the available child care provider from the individual's residence and then to their work activity, is not substantially greater than the distance that others living in the same town or city would travel for child care services and then to their work activity.
- "unsuitability of informal child care": means that the child care provider is licensed-exempt and was not able to successfully pass the background check required in RSA 170E:7 related to state registry and criminal records check. Or the child care provider was not able to meet the conditions specified in Employment-related Child Care Program Rules HEC6910.05(d)(13).
- "affordable child care arrangements": affordable child care arrangements ensure equal access and can be maintained without undue financial hardship to the family.

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**PART 5 - ACTIVITIES & SERVICES TO IMPROVE
THE QUALITY AND AVAILABILITY OF CHILD CARE**

5.1 The Child Care and Development Fund provides earmarks for infant and toddler care and school-age care and resource and referral services as well as the special earmark for quality activities.

- The following describes the activities funded to improve the quality of care for infants/toddlers and identifies the entity(ies) providing them:

In January, 2000 the NH Infant/Toddler Task Force convened for the first time to make recommendations to the Child Development Bureau about the utilization of the CCDF funds earmarked for the improvement of the quality of NH infant/toddler care. Task Force members included practitioners and DHHS staff with expertise in direct care or in knowledge of the need for child care to support Welfare Reform. While initially described as meeting for a short-term, time-limited period, the Task Force has become indispensable in the Child Development Bureau's planning and will continue to meet and advise for the foreseeable future.

The Infant/Toddler Task Force chose to address both the issues of capacity building and improvement of quality when it designed an application for center directors and lead infant/toddler teachers to attend the Wheelock College graduate seminar, held in Waterville Valley, NH in August, 2000. Applicants who agreed to increase their capacity by four babies were eligible to attend and to receive \$4,000 equipment grants to improve their environments after the course. The Task Force was adamant that at least two of the participants be from every county, with greater representation from urban areas.

30 people from child care centers and Early Head Starts attended the course, and most were able to expand and receive the grant; several centers expanded by eight babies and received \$8,000. When the class reconvened in December, 2000 to show slides and describe the changes they had made to their programs, the Task Force was so delighted with the results that they decided to offer the same incentive and opportunity to another group of center-based providers in August, 2001, as well as offering a section specifically for family child care providers, offered in April, 2001.

Although the infant/toddler funds clearly helped increase the capacity of infant care by over 100 in 2000, the Task Force was not satisfied with the small number of staff members who received the training and thus decided to offer 100 scholarships for infant/toddler caregivers who had never had the benefit of taking a course in infant/toddler development to enroll in courses at the Community Technical Colleges in the spring and summer semesters of 2001. This option has also been very well received and will likely be continued if the funds allows. The Task Force will meet and make recommendations on future earmarks.

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The Infant/Toddler Task Force itself continues to grow in size and enthusiasm; the Child Development Bureau is grateful for their continuing support and encouragement.

- The following describes child care resource and referral activities funded and identifies the entity(ies) providing them:

The Child Development Bureau issued an RFP in the spring of 2000 for Child Care Resource and Referral agencies to serve the state in 10 catchment areas which mirrored the DHHS District Office catchment areas. The 10 agencies selected were 1) North Country Education Foundation to serve the Berlin and Littleton areas, 2) Child Care Project at Dartmouth to serve the Claremont area, 3) Child and Family Services to serve the Concord area, 4) Southwest Community Services to serve the Keene area, 5) Families Matter in Carroll County to serve the Conway area, 6) Strafford County Head Start to serve the Rochester area, 7) Easter Seals to serve the Manchester area, 8) the City of Nashua Child Care Services to serve the Nashua area, 9) Lakes Region Community Services Council to serve the Laconia area, and 10) RCA Child Care Services to serve the Salem and Portsmouth areas. All 10 agencies provide the following core services in their communities: provision of consumer education about the availability of child care assistance with parent/provider issues, offering of technical assistance to existing providers, and development of a child care database using NACCRRRA WARE, to be provided by the Bureau. In the first year of the contract only, the agencies provided Child Care Basics and Beyond the Basics workshops to parents and providers in their communities; there-after, those workshops will be provided by the Recruitment and Training contractors. Beginning in July, 2000, the Resource and Referral agencies all have had a presence in their respective District Offices to assist families using DHHS services with their child care issues. The Resource and Referral agencies are staffed with knowledgeable child care counselors who will be available to answer parent and provider questions. There is no charge to consumers for these services.

- The following describes school-aged child care activities funded and identifies the entity(ies) providing them.

Recruitment, Training and Technical Assistance for Out-of-School Time Programs and Providers: The Department will contract with an agency to provide recruitment, training, technical assistance and start-up funding to promote the expansion and continuation of out-of-school time programs statewide. This agency will create and update a database of out-of-school time programs in New Hampshire and will make resources available to the widest possible audience. The agency will collaborate with other contractors to maximize training opportunities in communities and will coordinate provider networks.

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- 5.2 The law requires that not less than 4% of the CCDF be set-aside for quality activities (658E(c)(3)(B), 658G, §§98.13(a), 98.16(h), 98.51, 98.16(h)). The Lead Agency estimates that the following amount and percentage will be used for the quality activities (not including earmarked funds):

\$900,000 (4%)

- 5.3 Check either "Yes" or "No" for each activity listed to indicate which activities the Lead Agency will undertake to improve the availability and quality of child care (include activities funded through the 4% quality set-aside as well as the special earmark for quality activities). (658E(c)(3)(B), §§98.13(a), 98.16(h))

Yes No

- | | | |
|----------|-----|---|
| <u>X</u> | ___ | comprehensive consumer education; (§98.51(a)(1)(i)) |
| <u>X</u> | ___ | grants or loans to providers to assist in meeting State and local standards; (§98.51(a)(2)(ii)) |
| <u>X</u> | ___ | improving the monitoring of compliance with licensing and regulatory requirements; (§98.51(a)(2)(iii)) |
| <u>X</u> | ___ | training, education, and technical assistance; (§98.51(a)(2)(iv)) (See Career Development System) |
| <u>X</u> | ___ | improving salaries and other compensation for child care providers; (§98.51(a)(2)(v)) |
| <u>X</u> | ___ | other quality activities that increase parental choice, and improve the quality and availability of child care. (§98.51(a)(1)(ii) & (ii)) |

- 5.4 Describe each activity that is checked "Yes" above and identify the entity(ies) providing them.

- **Comprehensive Consumer Education:** The Bureau will provide Statewide resources, materials and education to consumers of child care services and work directly with each District Office and Employment Security Office through the State, ensuring that families have the necessary resources in their child care selection process. This linkage will be coordinated by the Child Development Bureau and disseminated through each locally based child care resource and referral agency, family resource centers, Head Start, Early Head Start, and Second Start programs, in addition to public libraries, hospitals, pediatrician offices, health care agencies, and Early Intervention programs.

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The Bureau supports a clearing house for child care related resources and information. The Family Resource Connection is used as the Bureau's clearing house for dissemination of information to providers, consumers, parents, Resource and Referral agents, and the general public. The clearing house staff are located at the NH State Library and have access to the universal library system. This is a jointly-funded project which is supported by the NH Department of Education, Division for Children, Youth and Families' Staff Development Unit and Child Development Bureau, and Division of Developmental Services, Early Supports and Services Bureau (Part C funds). The resources are provided to users free-of-charge by dialing a 1-800 telephone number to access a researcher within the clearing house, who will in turn mail relevant information directly to the caller.

- **Resource and Referral Programs:** 10 resource and referral programs are funded to provide parent support services in securing appropriate child care. The 10 agencies selected were 1) North Country Education Foundation to serve the Berlin and Littleton areas, 2) Child Care Project at Dartmouth to serve the Claremont area, 3) Child and Family Services to serve the Concord area, 4) Southwest Community Services to serve the Keene area, 5) Families Matter in Carroll County to serve the Conway area, 6) Strafford County Head Start to serve the Rochester area, 7) Easter Seals to serve the Manchester area, 8) the City of Nashua Child Care Services to serve the Nashua area, 9) Lakes Region Community Services Council to serve the Laconia area, and 10) RCA Child Care Services to serve the Salem and Portsmouth areas. All 10 agencies provide the following core services in their communities: provision of consumer education about the availability of child care assistance with parent/provider issues, offering of technical assistance to existing providers, and development of a child care database using NACCRRRA WARE, to be provided by the Bureau. In the first year of the contract only, the agencies provided Child Care Basics and Beyond the Basics workshops to parents and providers in their communities; after that, those workshops will be provided by the Recruitment and Training contractors. Beginning in July, 2000, the Resource and Referral agencies all have had a presence in their respective District Offices to assist families using DHHS services with their child care issues.; The Resource and Referral agencies are staffed with knowledgeable child care counselors who will be available to answer parent and provider questions. This will be done free of charge.
- **Grants or loans to providers to assist in meeting State and local standards:** Quality funds are also allocated to provide start-up grants for school-age programs. A contractor manages these grants and insures that the funds are used for program compliance with State and local standards. The Community Loan Fund administers DHHS loan monies to assist providers in meeting standards.

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- **Training and technical assistance:** Funds will be provided for training needs of providers, both licensed and license-exempt to sponsor regional workshops/conferences that are responsive to locally identified child care training needs. Other priorities are health and safety training to help providers meet licensing standards and activities designed to support departmental welfare reform initiatives. Services will be targeted to programs serving low-income and at-risk families. The Child Development Bureau, through the New Hampshire Head Start-State collaboration, will continue to sponsor joint training targeting Head Start staff and child care providers. (See Career Development System below)
- **Compensation for child care providers:** A reimbursement rate which is \$4.00 a day above the normal reimbursement rate will be available in the future to child care providers who serve children with disabilities. A wage pass-through for DHHS contracted direct care workers is currently under discussion. The NH Child Development Bureau is represented on the New England New Partners Task Force, which is collecting data on the child care workforce.
- **Emergency Assistance Funding:** In February, 2001, DHHS provided its first direct funding to child care providers in the form of emergency assistance to help defray the huge increases in energy costs and to assist with cash-flow problems caused by retrospective payments. If funds allow in the future, DHHS would like to offer both portable and direct funding to child care providers.
- **Monitoring of compliance with licensing and regulatory requirements:** The Office of Program Support, Bureau of Child Care Licensing, annually, or more frequently if compliance problems exist, conducts on site visits to licensed providers to monitor compliance with rules and regulations.
- **Water Safety Training:** Due to several near-drownings in childcare which were reported to the Bureau of Child Care Licensing, the Child Development Bureau contracted with the Dartmouth Injury Prevention Center to create a Water Safety Workshop for child care providers. The North Country Education Foundation then contracted with the Bureau to offer the training statewide in 2000 and 2001; this contract has been renewed for 2002-2003. The goal will be to train 1,000 early child care professionals each spring. As testimony to the effectiveness of this program, DCYF recognized a young summer childcare staff member for saving the life of a NH child.

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- **Career Development System:** The Child Development Bureau seeks to offer training to early childhood professionals at all stages of career development, and to recognize and celebrate their development. Beginning July 1, 2001, all training contracts with the Bureau will emphasize the NH Early Childhood Career Development System and the credentialing process. Every effort will be made to create a seamless system for providers seeking to enter the informal training system and advance through the formal college system. Ten community-based recruitment and training agencies have contracted to provide Child Care Basics and Beyond the Basics to parents and providers all over New Hampshire. They also collaborate with other agencies to provide first aid and CPR training, to provide support for inclusion of children with disabilities and to encourage child care providers to begin their college careers.

College Scholarships: The Bureau also offers scholarships for two and four year colleges in their early childhood programs through contracts with _____ and _____. The policy of using full-tuition scholarships for a provider's first early childhood course has been very successful in 2000 and 2001.

In an effort to train, retain and renew the leadership of the early care and education community, in 1999 the Bureau began offering Wheelock College graduate seminars in NH. Response to the first seminar on Financial and Legal Aspects of Child Care Center Management was so positive that the Bureau seeks to continue to strategically offer at least two seminars to meet identified needs. For example, in the spring of 2000, a seminar was offered to assist the development of community action teams to work on local recruitment and retention issues; in the summer of 2000, the infant/toddler seminar was offered to expanding centers; in the spring of 2001, a similar seminar was customized and offered to family child care providers. The Bureau is committed to offering at least four of these seminars in FFY 2002-2003.

Credentialing: Using graduate and undergraduate interns from the University of New Hampshire to staff the project, the Bureau will continue to work with early childhood professionals to assist in the application process and to receive the credentials. Credentials will be awarded annually at the Celebration of Early Childhood Professionals during the Week of the Young Child, as well as being mailed out during the rest of the year. The goal will be to have 500 people credentialed by April, 2003.

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Cost of Child Care Course: In addition to the Market Rate Survey, providers have requested a cost of care study. Other states have found such studies difficult to conduct due to the very different bookkeeping styles, funding streams, in-kind services and auspices in the child care field; the results have frustrated the researchers and the child care community. NH DHHS is committed to using another strategy to illuminate the cost of child care (in contrast to the price). To that end, the Child Development Bureau will contract with the Centers for Career Development in Early Care and Education to develop a two credit graduate seminar based on action research principles to be offered over a period of time beginning in September, 2002. Up to 30 directors of centers and family child care providers will be chosen through an application process which will include geographic (county), demographic (urban/rural), size (large/small) and auspice (for-profit, non-profit, faith-based, Head Start, employer-sponsored, etc.) variables in order to include an array of programs in the study. All participants will contract in advance to share all the data (including budgets) in a report to be published by DHHS in 2003.

Participants in the Cost of Child Care Course will engage in a year-long action research project, which will begin with the study of appropriate data collection techniques. They will then collect data over a period of time with support from Wheelock faculty. The resulting document will not seek to aggregate the data, but will include individual reports designed to illuminate the cost of care in a panoply of NH programs. In addition to having such a report, NH will also be the beneficiary of a cohort of child care professionals who thoroughly understand how to conduct a cost of care study who can then assist other providers in assessing their cost of care.

Senior Mentor Corps and Mentoring Course. At the May, 2001 DCYF Conference, many nominees and one award recipient were honored for their longevity in working directly with young children. Nominations of senior mentors who had been working with young children for 25 years or over were solicited from the early care and education community. Those nominations will serve as the beginning of recruitment for an Early Care and Education Senior Mentor Corps to assist other early care professionals in their work and career development. Demographics suggest that as the post-war “baby-boom” generation approaches retirement, the early childhood profession should create new roles to retain the expertise and involvement of that generation. Senior mentors willing to make a commitment to mentor a provider or a program will be eligible to attend a Wheelock College graduate seminar on mentoring to be offered in the fall of 2002 or winter of 2003 to be taught by Patty Hnatiuk who is nationally known for her work on mentoring. Senior Mentors will have the option to take the course for credit or not.

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Each Senior Mentor will be paired with a licensing specialist from the Bureau of Child Care Licensing to provide technical assistance and mentoring to those providers who have gotten overwhelmed with their responsibilities to children and families and would welcome assistance in complying with licensing rules and improving their quality. As a response to requests that NH offer mentoring coursework at the graduate level (in addition to the CLL bachelors level course), additional opportunities will be made available in the seminar for those applicants who commit to mentoring and to taking the course for credit, as well as becoming credentialed as mentors.

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- **Child Care Quality Task Force:** In September, 2001, the Director of the Division for Children, Youth and Families will appoint a Child Care Quality Task Force charged with studying methods for incenting and improving the quality of child care in New Hampshire, making recommendations to the Director no later than April 1, 2002. Membership will include representatives from the legislature, the business community, those employers who sponsor child care, DHHS (including the Chief of the Bureau of Child Care Licensing and the Administrator of the Child Development Bureau), early childhood membership organizations, child care resource and referral agencies, college faculty and child care leaders. Issues for the Quality Child Care Task Force to study will include: 1) Higher reimbursement rates for quality child care, 2) Bonuses for providers who achieve a higher credential, 3) Rated licenses, 4) Stipends and financial support for the process of Accreditation, and 5) Resource and Referral discussions of quality with parents. The NCCIC consultant for NH will assist the Task Force by providing models from other states.
- **Early Childhood Career Development Center Task Force:** In January, 2002, the Director of the Division for Children, Youth and Families will appoint a Task Force charged with creating a plan (and possibly an RFP) for the creation of a state-wide Early Childhood Career Development Center to be presented to the Director no later than August 1, 2002. Membership will include early childhood professionals who each hold one of the seven early childhood credentials, resources and referral agency trainers, vocational high school faculty, two and four-year college faculty, members of the Legislative Caucus on Young Children, DHHS staff, and parents who utilize early childhood programs. The Early Childhood Career Development Center will coordinate training state-wide, recruit people interested in joining the early childhood workforce and pursuing career development paths, advising candidates on available and appropriate training and scholarships, documenting candidates involvement through a centralized tracking system, encouraging credentialing, creating a job bank and posting notices of opportunities on a website, linking employers with resumes of candidates interested in early childhood jobs, coordinating with resource and referral agencies and recruitment and training contractors, and creating links to compensation.

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- **Second and Third Shift and Weekend Child Care:** Recent studies recognize the dearth of licensed child care available during second and third shifts and on weekends in NH, despite the fact that the hospitality, outlets and retail, ski, medical, manufacturing and other industries offer employment for families using CCDF scholarships during these times. The NH Department of Employment Securities does not track numbers of workers in 2nd and 3rd shifts, but they suggest that these numbers have risen in the past few years. Child care resource and referral agencies and recruitment and training contractors will work with the Bureau of Child Care Licensing to increase the capacity of licensed care available during these times. If funds become available, the Child Development Bureau will collaborate with the Community Loan Fund to offer equipment and facilities grants to those providers who care for children funded by CCDF scholarships during evening, night and weekend hours who wish to become licensed but have encountered economic barriers. The Bureau will explore the possibility of shift differentials for child care reimbursement to incent the availability of such care.
- **Child Care Payments Improvements:** Child Development Funds will be used to continue the ongoing efforts of the Child Development Bureau to improve its electronic data information system in areas of data access, collection and utilization as well as to expand and enhance customer information systems that are critical for the managing provider inquiries and to improving customer reimbursement and relations.

The Child Development Bureau proposes to enhance its customer and child care payment system by reviewing its business practices for improvements in operation and by:

- Creating new security categories to provide wider access to information query screens by staff.
- Creating electronic funds transfer (EFT) capability for all child care providers to replace mailing of paper checks.
- Piloting a state wide electronic billing system for all contract providers with intention of placing the model into practice for all child care providers.
- Using a telephone voice response query database that will allow child care providers and parents daily access to payment information data to address and resolve child reimbursement problems and to link callers to professionals who can provide technical assistance.
- Continuing ongoing child care provider workshops to educate child care providers on the reimbursement system, answer questions and address concerns and the delivery of payment systems training to all child care eligibility workers.

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- Improving the child care provider notification system to reduce costs associated with duplicate claims, identify claims errors for early correction and prevent provider losses due to unreimbursed service delivery.
 - Using the Child Development Bureau Web site to post information, forms, and other child care related items for providers and parents to download and use.
-
- **Infant Mental Health Project:** The Bureau is a joint sponsor of the collaborative Infant Mental Health Conference to be held September 13-14, 2001. The Bureau will support this Conference by providing 20 scholarships for child care providers to attend. The topic of the conference is “The Power of Relationship-Based Community Consultations.” Community consultations are, for many children, the last line of defense before being expelled from a child care setting. The conference will provide an opportunity for child care providers to learn about resources available to them within the community. It will also be an opportunity for child care professionals to voice their particular needs for professional consultations.
 - **Child Development Bureau Website:** In the fall of 2000, the Bureau’s website was launched. The first items to be included were the Child Development Bureau Mission Statement and the CCAC meeting dates and minutes. CCDF Scholarship billing forms are now available. Bureau RFP’s are available to the public on the DHHS website; responses to Bidders’ Conference questions are on the Bureau website. In 2002-2003 additional resources and links will be gradually added.
 - **Accreditation Incentive Stipends:** Child care centers, family child care providers and school-age programs who achieve nationally recognized accreditation, receive a stipend in the year they are accredited or reaccredited, as an incentive to go through the process. They are then asked to mentor other programs in New Hampshire who are seeking accreditation. An accreditation celebration is held annually during the Week of the Young Child.

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- **Child Care Advisory Council Five-Year Plan:** In June, 1998, using Head Start-State Collaboration grant funding, the Child Development Bureau convened a Future Search Conference attended by 90 individuals recognized for their leadership in the state. The goal of the conference, sponsored by the New Hampshire Child Care Advisory Council was to establish a unified child care agenda for the state. From this activity, the Council's Five-Year Child Care Plan for child care in New Hampshire was published in January, 1999. FFY 2002-2003 are years three and four of the plan.
- **District Office and Head Start Partnerships:** The Office of Family Services has established a partnership between two District Offices and Head Start to provide transitional child care for families transitioning from welfare to work. One Head Start also provides drop-in child care to those families seeking assistance from the co-located District Office. Clients also use this service for back-up child care when their regular provider is not available and while taking classes. The partnership has had a positive effect by reducing the stress of finding short-term child care and by enabling clients to keep appointments and attend classes.
- **Child Care Full-day Reimbursement Initiative:** Licensed providers are compensated for a full-day provision of care when accepting Head Start children for the non-Head Start part of the day. This enables Head Start children and their families to access child care that is consistent and safe. The initiative prevents multiple transitions for children potentially at risk. To improve the quality of child care provided, Head Start has agreed through a Memorandum of Agreement, to provider training to these providers.
- **School Transition Initiative:** The Child Development Bureau, through the New Hampshire Head Start-State Collaboration, has implemented initiatives to transition Head Start parents and their children to the public schools. A transition conference was held April 29 and 30, 2001 focusing on building and enhancing partnerships between the schools and Head Start. The goal of successful transition partnerships is to improve learning outcomes for Head Start children and to reduce barriers to Head Start parent involvement in their child's school.
- **Child Care Inclusion:** The Department will contract with an agency to create a statewide program to support the inclusion of children with special needs in early care and education settings. The agency will provide training and technical assistance to all legally operating child care providers, work closely with resource and referral agencies and all contractors working to provide training and education to the early care and education community to integrate training, and include parents as full collaborators in inclusion. Of particular emphasis will be increasing the retention rates and lowering the expulsion rates of children with disabilities in child care.

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- 5.5 Is any entity identified in sections 5.1 or 5.4 a non-governmental entity?
() No.
(X) Yes, the following entities named in this Part are non-governmental:

Child & Family Services of NH
Child Care Project at Dartmouth College
Child Care Services, North Country Educational Foundation
College for Lifelong Learning
Easter Seal Society
Family Resource Connection
Families Matter in Carroll County
Lakes Region Community Services Council
NH Charitable Foundation
PlusTime NH
RMC Research Corporation
Rockingham Community Action
Southeastern Regional Education Services Center
Southwest Community Services
Strafford County Child Care Resource and Referral
Wheelock College

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PART 6 - HEALTH AND SAFETY REQUIREMENTS FOR PROVIDERS

(ONLY THE 50 STATES AND THE DISTRICT OF COLUMBIA COMPLETE PART 6.
ONLY TERRITORIES COMPLETE PART 7.)

The National Resource Center for Health and Safety in Child Care (NRCHSCC) of DHHS's Maternal and Child Health Bureau supports a comprehensive, current, on-line listing of the licensing and regulatory requirements for child care in the 50 States and the District of Columbia. In lieu of requiring a State Lead Agency to provide information that is already publicly available, ACF accepts this compilation as accurately reflecting the States' licensing requirements. The listing, which is maintained by the University of Colorado Health Sciences Center School of Nursing, is available on the World Wide Web at: <http://nrc.uchsc.edu/>

Section 6.1 - Health and Safety Requirements for Center-Based Providers (658E(c)(2)(F), §§98.41, §98.16(j))

6.1.1 Are all center-based providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above? If:

() YES, answer 6.1.2 and proceed to 6.2.

(X) NO, answer 6.1.2 and 6.1.3.

6.1.2 Have center licensing requirements as relates to staff-child ratios, group size, or staff training been modified since approval of the last State Plan? (§98.41(a)(2) & (3))

(X) YES

() NO

1. Page 65-71, He-C4002.31, Water Activities, Field Trips and Transportation is a new section, which establishes specific rules for programs taking children on field trips, for all water activities on or off the premises of the program, and also includes rules regarding transportation.

2. Some of the major changes in (He-C 4002.32) are as follows:

- Agency director is now known as center director. The minimum age is 21 years. If not grand-fathered, to qualify as a center director in center-based programs other than school age programs, an individual who does not have an associates degree or higher degree in early childhood education, or a bachelor's degree in education, awarded by a regionally accredited college or university, or a CDA, must have 60 credits awarded by a regionally accredited college or university including at least 24, rather than 12, early childhood education credits.

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- Teacher is known as lead teacher. The minimum age is 21 years. Individuals who are 19 years of age will qualify if they have an associate's degree in early childhood education awarded by a regionally accredited college or university, and a letter from his/her college practicum supervisor recommending them for the position of lead teacher. To qualify as a lead teacher in center-based programs other than school age programs, if not grand-fathered, individuals without an associate's degree or higher degree in early childhood education, or a CDA, must have 12, rather than 6, early childhood education credits. In most cases, $\frac{1}{2}$ of the 12 early childhood education credits must have been acquired through a regionally accredited college or university.
- Child care worker is now known as associate teacher. The minimum age is 18 years. To qualify as an associate teacher in a center-based program, other than school age programs, if not grand-fathered, an individual must have 6, rather than 3, early childhood education credits, $\frac{1}{2}$ of which shall have been acquired through a regionally accredited college or university. Individuals not grand-fathered, who have no early childhood education credits, but submit written recommendation from their center director, and documentation of enrollment in a 3 credit early childhood education course, must, within 12 months, submit documentation of a total of 6 early childhood education credits, 3 of which must be acquired through a regionally accredited college or university, plus an additional 3 credits in early childhood education, acquired through any combination of credit courses, workshops, conference sessions or other training.

6.1.3 For that center-based care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

Department of Health and Human Services distributes a brochure to each license-exempt provider at registration when parents inform the Department that care will be given by that license-exempt provider. The brochure, Child Care Health and Safety Information, identifies procedures that are to be followed at the provider's home. This includes providing cribs, mats or beds for each child, keeping each child's bedding clean, maintaining good toileting practices and the importance of receiving immunization and medical consent forms and record, providing for emergency medical care, maintaining first aid equipment and reporting communicable diseases to the Office of Community and Public Health, Division of Epidemiology and Vital Statistics.

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- Building and physical premises safety

The Child Care Health and Safety Information brochure identifies procedures to be followed, such as the kitchen should have a fire extinguisher, and that the inside and outside environments should be safe, keeping hazardous materials out of children's reach and covering electric outlets.

- Health and safety training

The Department of Health and Human Services, through contracts with Health Dimensions, PA and Injury Prevention Center of Dartmouth College, provides training Statewide in the areas of injury prevention and the Infant/Child CPR and First Aid training through the National Safety Council. Water Safety Procedures were added in 1999. These training sessions are advertised through periodic newsletters disseminated by regional resource and referral agencies.

Section 6.2 - Health and Safety Requirements for Group Home Providers (658E(c)(2)(F), §§98.41, 98.16(j))

- 6.2.1 Are all group home providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above? If:

(X) YES, answer 6.2.2 and proceed to 6.3.

() NO, answer 6.2.2 and 6.2.3.

- 6.2.2 Have group home licensing requirements as relates to staff-child ratios, group size, or staff training been modified since the approval of the last State Plan?
(§98.41(a)(2) & (3))

(X) YES

() NO

Page 65-71, He-C4002.31, Water Activities, Field Trips and Transportation is a new section, which establishes specific rules for programs taking children on field trips, for all water activities on or off the premises of the program, and also includes rules regarding transportation.

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6.2.3 For that group home care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

- Building and physical premises safety

- Health and safety training

Section 6.3 - Health and Safety Requirements for Family Providers (658E(c)(2)(F), §§98.41, 98.16(j))

6.3.1 Are all family home child care providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above?
If:

- () YES, answer 6.3.2 and proceed to 6.4.
(X) NO, answer 6.3.2 and 6.3.3.

6.3.2 Have family home child care provider requirements as relates to staff-child ratios, group size, or staff training been modified since the approval of the last State Plan? (§98.41(a)(2) & (3))

- (X) YES
() NO

Page 65-71, He-C4002.31, Water Activities, Field Trips and Transportation is a new section, which establishes specific rules for programs taking children on field trips, for all water activities on or off the premises of the program, and also includes rules regarding transportation.

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6.3.3 For that family home care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

Department of Health and Human Services distributes a brochure to each license-exempt provider at registration when parents inform the Department that care will be given by that license-exempt provider. The brochure, Child Care Health and Safety Information, identifies procedures that are to be followed at the provider's home. This includes providing cribs, mats or beds for each child, keeping each child's bedding clean, maintaining good toileting practices and the importance of receiving immunization and medical consent forms and record, providing for emergency medical care, maintaining first aid equipment and reporting communicable diseases to the Office of Community and Public Health, Division of Epidemiology and Vital Statistics.

- Building and physical premises safety

The Child Care Health and Safety Information brochure identifies procedures to be followed, such as the kitchen should have a fire extinguisher, and that the inside and outside environments should be safe, keeping hazardous materials out of children's reach and covering electric outlets.

- Health and safety training

The Department of Health and Human Services, through contracts with Health Dimensions, PA and Injury Prevention Center of Dartmouth College, provides training Statewide in the areas of injury prevention and the Infant/Child CPR and First Aid training through the National Safety Council. Water Safety Procedures were added in 1999. These training sessions are advertised through periodic newsletters disseminated by regional resource and referral agencies.

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Section 6.4 - Health and Safety Requirements for In-Home Providers (658E(c)(2)(F), §§98.41, 98.16(j))

6.4.1 Are all in-home child care providers paid with CCDF funds subject to licensing under State law which is reflected in the NRCHSCC's compilation referenced above?
If:

- () YES, answer 6.4.2 and proceed to 6.5.
(X) NO, answer 6.4.2 and 6.4.3.

6.4.2 Have in-home health and safety requirements as relates to staff-child ratios, group size, or training been modified since the approval of the last State Plan?
(§98.41(a)(2) & (3))

- () YES
(X) NO

6.4.3 For that in-home care which is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

Department of Health and Human Services distributes a brochure to all license-exempt providers at registration when parents inform the Department that care will be given by a license-exempt provider. The brochure, Child Care Health and Safety Information, identifies procedures that are to be followed at the provider's home. This includes providing cribs, mats or beds for each child, keeping each child's bedding clean, maintaining good toileting practices and the importance of receiving immunization and medical consent forms and record, providing for emergency medical care, maintaining first aid equipment and reporting communicable diseases to the Office of Community and Public Health, Division of Epidemiology and Vital Statistics.

- Building and physical premises safety

The Child Care Health and Safety Information brochure identifies procedures to be followed, such as the kitchen should have a fire extinguisher, and that the inside and outside environments should be safe, keeping hazardous materials out of children's reach and covering electric outlets.

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- Health and safety training

The Department of Health and Human Services, through contracts with Health Dimensions, PA and Injury Prevention Center of Dartmouth College, provides training Statewide in the areas of injury prevention and the Infant/child CPR and First Aid training through the National Safety Council. Water Safety Procedures were added in 1999. These training sessions are advertised through periodic newsletters disseminated by regional resource and referral agencies.

Section 6.5 - Exemptions to Health and Safety Requirements

At State option, the following relatives: grandparents, great grandparents, aunts, uncles, or siblings who live in a separate residence from the child in care, may be exempted from health and safety requirements (658P(4)(B), §98.41(a)(1)(ii)(A)). Indicate the Lead Agency policy regarding these relative providers:

- (X) All relative providers are subject to the same requirements as described in sections 6.1 - 6.4 above, as appropriate; there are no exemptions for relatives or different requirements for them.
- () All relative providers are exempt from all health and safety requirements.
- () Some or all relative providers are subject to different health and safety requirements from those described in sections 6.1 - 6.4. The following describes those different requirements and identifies which relatives they apply to:

Section 6.6 - Enforcement of Health and Safety Requirements

Each Lead Agency is required to certify that procedures are in effect to ensure that child care providers of services for which assistance is provided comply with all applicable health and safety requirements. (658E(c)(2)(E), §§98.40(a)(2), 98.41(d)) The following is a description of how health and safety requirements are effectively enforced:

- Are child care providers subject to routine unannounced visits?
 - () No
 - (X) Yes, and the following describes the providers subject to unannounced visits and the frequency of those visits.

Only licensed providers are visited. At least one visit during the licensing period shall be unannounced. Licenses are issued for 3 years. License-exempt providers are not visited.

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- Are child care providers subject to background checks?

☐ No

☒ Yes, and the following describes the providers subject to background checks.

- All licensed providers
- Licensed-exempt providers who receive payment from DHHS in the form of CCDF Scholarships are currently being checked in the Laconia area. The process will go state-wide within the FFY's of 2002/2003.

- Does the State require that child care providers report serious injuries that occur while a child is in care? (Serious injuries are defined as injuries requiring medical treatment by a doctor, nurse, dentist, or other medical professional.)

☒ No

☐ Yes, and the following describes the State's reporting requirements and how such injuries are tracked (if applicable).

- Other methods used to ensure health and safety requirements are effectively enforced:

Center-based providers: Must be licensed by the Office of Program Support, Bureau of Child Care Licensing. Licenses must be renewed every 3 years.

Group-home providers: Must be licensed by the Office of Program Support, Bureau of Child Care Licensing. Licenses must be renewed every 3 years.

Family provider: If they care for more than three children other than their own biological or adopted children they must be licensed by the Office of Program Support, Bureau of Child Care Licensing. Licenses must be renewed every 3 years.

Licensed child care providers found to be in violation of critical rules or laws are issued a Statement of Findings and must submit a written corrective action plan which must include a date by which the violation will be corrected. Critical rules are those which the Department has determined that non-compliance with those rules has the highest potential to jeopardize the health, safety, or well-being of the children in care. If a provider is found in violation of a non-critical rule, a corrective action plan is not required. However, a non-critical checklist is given to the provider and violations of non-critical rules must be corrected within 30 days. Agencies found to have serious violations during monitoring, licensing, or complaint investigation visits will receive a follow-up visit by licensing specialists to assure that the violations have been corrected. The Statement of Findings document is public information and is provided to consumers on request.

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Licensing specialists responds to complaints of alleged violations of critical rules or laws made against licensed child care agencies within thirty days, and to complaints alleging illegally operating unlicensed child care within two weeks.

Section 6.7 – Exemptions from Immunization Requirements

The State assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendations for childhood immunizations of the State public health agency. (§98.41(a)(1))

The State exempts the following children from immunization (check all that apply):

- ☐ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- ☐ Children who receive care in their own homes.
- ☒ Children whose parents object to immunization on religious grounds.
- ☒ Children whose medical condition contraindicates immunization.

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PART 7 - HEALTH AND SAFETY REQUIREMENTS IN THE TERRITORIES

Section 7.1 - Health and Safety Requirements for Center-Based Providers in the Territories
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all center-based care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

- Building and physical premises safety

- Health and safety training

Section 7.2 - Health and Safety Requirements for Group Home Providers in the Territories
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all group home care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

- Building and physical premises safety

- Health and safety training

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Section 7.3 - Health and Safety Requirements for Family Providers in the Territories
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all family child care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

- Building and physical premises safety

- Health and safety training

Section 7.4 - Health and Safety Requirements for In-Home Providers in the Territories
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all in-home care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

- Building and physical premises safety

- Health and safety training

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Section 7.5 - Exemptions to Territorial Health and Safety Requirements

At Lead Agency option, the following relatives: grandparents, great grandparents, aunts, uncles, or siblings who live in a separate residence from the child in care, may be exempted from health and safety requirements (658P(5)(B), 98.41(g)). Indicate the Lead Agency policy regarding these relative providers:

- () All relative providers are subject to the same requirements as described in sections 7.1 - 7.4 above, as appropriate; there are no exemptions for relatives or different requirements for them.
- () All relative providers are exempt from all health and safety requirements.
- () Some or all relative providers are subject to different health and safety requirements from those described in sections 7.1 - 7.4 and the following describes those different requirements and which relatives they apply to:

Section 7.6 - Enforcement of Health and Safety Requirements

Each Lead Agency is required to certify that procedures are in effect to ensure that child care providers of services for which assistance is provided comply with all applicable health and safety requirements. (658E(c)(2)(E), §§98.40(a)(2), 98.41(d)) The following is a description of how Territorial health and safety requirements are effectively enforced:

- Are child care providers subject to routine unannounced visits?
 - () No
 - () Yes, and the following describes the providers subject to unannounced visits and the frequency of those visits.

- Are child care providers subject to background checks?
 - () No
 - () Yes, and the following describes the providers subject to background checks.

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- Does the Territory require that child care providers report serious injuries that occur while a child is in care? (Serious injuries are defined as injuries requiring medical treatment by a doctor, nurse, dentist, or other medical professional.)
 - () No
 - () Yes, and the following describes the Territory's reporting requirements and how such injuries are tracked (if applicable).

- Other methods used to ensure health and safety requirements are effectively enforced:

Section 7.7 – Exemptions from Immunization Requirements

The Territory assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendations for childhood immunizations of the Territorial public health agency. (§98.41(a)(1))

The Territory exempts the following children from immunization (check all that apply):

- _____ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- _____ Children who receive care in their own homes.
- _____ Children whose parents object to immunization on religious grounds.
- _____ Children whose medical condition contraindicates immunization.

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APPENDIX 1 -- PROGRAM ASSURANCES AND CERTIFICATIONS

The Lead Agency, named in Part 1 of this Plan, assures that:

- 1) upon approval, it will have in effect a program which complies with the provisions of the Plan printed herein, and is administered in accordance with the Child Care and Development Block Grant Act of 1990 as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations. (658D(b), 658E(a))
- (2) the parent(s) of each eligible child within the State who receives or is offered child care services for which financial assistance is provided is given the option either to enroll such child with a child care provider that has a grant or contract for the provision of the service; or to receive a child care certificate. (658E(c)(2)(A)(i))
- (3) in cases in which the parent(s) elects to enroll the child with a provider that has a grant or contract with the Lead Agency, the child will be enrolled with the eligible provider selected by the parent to the maximum extent practicable. (658E(c)(2)(A)(ii))
- (4) the child care certificate offered to parents shall be of a value commensurate with the subsidy value of child care services provided under a grant or contract. (658E(c)(2)(A)(iii))
- (5) with respect to State and local regulatory requirements, health and safety requirements, payment rates, and registration requirements, State or local rules, procedures or other requirements promulgated for the purpose of the Child Care and Development Fund will not significantly restrict parental choice from among categories of care or types of providers. (658E(c)(2)(A), §98.15(p), §98.30(g), §98.40(b)(2), §98.41(b), §98.43(c), §98.45(d)).
- (6) that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendation for childhood immunizations of the State public health agency. (§98.41(a)(1))

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The Lead Agency also certifies that:

- (1) it has procedures in place to ensure that providers of child care services for which assistance is provided under the Child Care and Development Fund afford parents unlimited access to their children and to the providers caring for their children during the normal hours of operations and whenever such children are in the care of such providers. (658E(c)(2)(B))
- (2) it maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request. (658E(c)(2)(C))
- (3) it will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices. (658E(c)(2)(D))
- (4) it has in effect licensing requirements applicable to child care services provided in the State. (658E(c)(2)(E))
- (5) there are in effect within the State (or other area served by the Lead Agency), under State or local law, requirements designed to protect the health and safety of children; these requirements are applicable to child care providers that provide services for which assistance is made available under the Child Care and Development Fund. (658E(c)(2)(E))
- (6) procedures are in effect to ensure that child care providers that provide services for which assistance is provided under the Child Care and Development Fund comply with all applicable State or local health and safety requirements. (658E(c)(2)(G))
- (7) payment rates under the Child Care and Development Fund for the provision of child care services are sufficient to ensure equal access for eligible children to comparable child care services in the State or sub-State area that are provided to children whose parents are not eligible to receive assistance under this program or under any other Federal or State child care assistance programs. (658E(c)(4)(A))

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APPENDIX 2 - ELIGIBILITY AND PRIORITY TERMINOLOGY:

For purposes of determining eligibility and priority for CCDF-funded child care services, lead agencies must define the following terms. (658P, 658E(c)(3)(B))

- (1) attending (a job, training or educational program) – employed, actively seeking employment or participating in training or education which is preparatory to employment.
- (2) in loco parentis - A person who is acting in place of the parent such as a guardian, aunt, uncle, grandparent who provides care with whom the child lives. This responsibility need not be ordered by the court.
- (3) job training and educational program – A degree or certificate program in an area of specialization leading to employment.
- (4) physical or mental incapacity (if the Lead Agency provides such services to children age 13 and older) – Limits the ability to care for themselves, as they would cause harm to themselves or others without supervision.
- (5) protective services – Protective Child Care is a service provided to families to relieve parents of the stress of continuous child care and to give parents the opportunity to correct their abusive or neglectful behavior. Child Care is authorized by a DCYF social worker after an investigation has determined a child has been abused or neglected and a NH District Court has issued a court order substantiating the need for Child Care.
- (6) residing with – The parent in the same household, except for temporary absences while remaining financially supported by the parent.
- (7) special needs child – means a child, birth through age 17, with a diagnosed physical or mental condition which has a high probability of resulting in a developmental delay. A developmental delay is exhibited by atypical behaviors in one or more of the following areas: physical development, including vision and/or hearing; cognitive development; communication development; social or emotional development; or adaptive development.
- (8) very low income – 100% of poverty level or lower
- (9) working (include minimum hours if applicable) – means legal employment during the hours of child care verifiable through employers, contractors and/or customers with documentable earnings.
- (10) Additional terminology related to conditions of eligibility or priority established by the Lead Agency:

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NH Department of Health and Human Services child care is available to families with children who are defined at risk due to health, safety or supervision issues. Services are provided to avoid family breakdown and to prevent incidences of abuse and neglect and out-of-home placements. Included in this category are families with children who are alleged to have been abused or neglected; and those with children who are subjects of founded reports of mild to moderate incidents of abuse/neglect. Services will also be provided to children whose families need respite care and are eligible for Block Grant Funds. Services are authorized by DCYF social workers.

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Appendix 3

**N.H. CHILD CARE AND DEVELOPMENT FUND PLAN
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**PUBLIC INPUT INTO THE PLANNING PROCESS
FALL, 2000**

The Child Development Bureau in the Division for Children, Youth and Families at the Department of Health and Human Services is seeking public input in advance of writing its biennial plan to be submitted to the US DHHS, Administration for Children and Families by June 30, 2001. This Plan describes how the State intends to use over \$20 million in state and federal child care grants. Over 90% of the funds are “non-discretionary” and must be used to create child care scholarships for families living at or below 190% of the federal poverty level. Additionally, 5% of the funds are used for administration. However, the federal government requires that at least 4% of the funds be spent to improve the quality of child care in New Hampshire. The Bureau is seeking suggestions about the utilization of these funds, which total approximately \$875,000. We are particularly interested in your views on the following topics:

- 1. public/private partnerships to support child care,*
- 2. infant/toddler and school-age child care capacity and quality,*
- 3. awareness and utilization of child care resource and referral services,*
- 4. career development in the early childhood profession, and*
- 5. further development of the Bureau website.*

Of course we are always interested in any additional ideas, which could be implemented with limited funds.

Please give verbal feedback to your facilitator today, or mail your written input by December 1, 2000 to:

*Dr. Margaret Leitch Copeland
Administrator, Child Development Bureau
129 Pleasant Street
Concord, NH 03301*

*Thank you very much for
for New Hampshire’s children!*

your help with our planning

- 1. Public/private partnerships to support child care*

We are interested in learning how we can work more effectively in partnership with the private sector (including employers, faith-based organizations, community organizations, foundations, and so forth).

Are you aware of private partners who might be willing to work with the Bureau on child care issues? What would be the most effective way to involve those potential partners? Are there already existing public/private partnerships that you think we should know about?

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2. Infant/toddler and school age child care capacity and quality

The Bureau currently supports several initiatives including a \$100,000 grant to Plustime NH for technical assistance to develop School Age Child Care. In addition, DHHS issued \$600,000 through the Community Grant Program and the Attorney General's Office added \$300,000 in grants directly to school-age child care programs.

The Infant/Toddler Task Force advised the Bureau to use \$120,000 earmarked for infant/toddler care to create an incentive package for those centers guaranteeing to increase their capacity by at least four babies; centers were able to send staff to a graduate level infant/toddler seminar and receive an equipment grant to enhance their environments.

In your opinion, have these initiatives been helpful? In what ways? What gaps remain? Given that funds are limited, what additional steps might the Bureau take to further increase and support quality care for infants, toddlers and school-age children?

3. Awareness and utilization of child care resource and referral services

The Bureau currently funds these services at the \$500,000 level state-wide. Ten local agencies help families find child care and work to recruit and train child care providers in their communities. We are aware that additional resources are needed by these agencies to reach all families and providers.

How might we use our limited funds to achieve this end? How can employers and community organizations contribute to the further development of these services? How can families in New Hampshire better utilize the childcare resource and referral services available to them ?

4. Career development in the early childhood profession

The Bureau funded the creation of a career lattice which was published in December, 1999. The Legislature passed a bill enabling the Department to issue child care credentials at each step of the lattice. Additionally, the Bureau currently funds scholarships at the Community Technical Colleges and the College for Lifelong Learning for early childhood courses, as well as graduate seminars from Wheelock College, community-based training through local agencies, etc

In your opinion, have these initiatives been successful? What would be the next step in the career development system for early childhood professionals in New Hampshire? Given that our funds are so limited, what might be the best way to build a career development system that can leverage support from other partners?

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A Legislative study committee recommended that New Hampshire implement the TEACH program (see attached), a scholarship initiative for early childhood practitioners that is tied to increased compensation. It has been successful in lowering the turnover and improving of care in North Carolina and other states.

**Would you agree that implementing T.E.A.C.H. is an important next step for New Hampshire?
Are there other initiatives you would recommend?**

5. Further development of the Bureau website

The Bureau is in the process of developing a website which will display the Child Care Advisory Council monthly meeting minutes, the mission statement, and child care billing and payment forms. We see this as another tool to provide parents, providers and other interested parties with information on topics related to child care.

What other information would you like to see included in the future that would be useful to child care providers, parents and community members?

Your name (optional) _____

Affiliation _____

Would you be interested in becoming involved with the Child Development Bureau? In what ways?

Phone # _____

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APPENDIX 4

If further information is desired on these plan hearings, please contact the Child Development Bureau at 271-4242.

City	Where	When	Time
Claremont	Sugar River Valley Technical High School Business and Community Room (rear door access) 111 South Street	4/16/01	6:00 PM
Manchester	Easter Seals/City of Manchester 555 Auburn Street	4/17/01	6:30 PM
Concord	Department of Health and Human Services Brown Building 129 Pleasant Street	4/17/01	12:00 PM
Portsmouth	Community Campus Classroom 1, First Floor 100 Campus Drive	4/18/01	6:00 PM
Plymouth	Whole Village Center 258 Highland Street	4/19/01	6:30 PM
Keene	Keene DHHS District Office 809 Court Street	4/23/01	6:00 PM
Colebrook	Country Day Care Couture Street	4/23/01	12:00 PM
Laconia	Lakes Region Community Services Council 635 Main Street	4/24/01	6:30 PM
Berlin	NH Community Technical College 2020 Riverside Drive (Route 16N)	4/24/01	6:30 PM
Rochester	Rochester Community Center	4/25/01	4:00 PM
Littleton	Littleton Community House Main Street (next to Post Office)	4/25/01	6:00 PM
Concord	Department of Health and Human Services 6 Hazen Drive	4/25/01	12:00 PM
Conway	Conway DHHS District Office Hobbs Street (behind Ham Arena)	4/26/01	1:30 PM
Lebanon	Lebanon VNA	5/1/01	2:00 PM
Nashua	Nashua Public Library 2 Court Street	5/2/01	12:00 PM

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APPENDIX 5

CHILD CARE

Effective September 1, 2000

Income Eligibility Levels and Maximum Payment Rates

Family Size	Gross Income Limits		Reimbursement Rates		
	Monthly	Annually	Child Under Age 3		Child Age 3 or over
Step 1 - TANF Financial Assistance Recipients Only			Non-Contract/License Exempt		
			\$3.15	hour	\$2.50
			\$20.40	day	\$16.50
			Non-Contract/Licensed		
			\$3.70	hour	\$3.45
			\$24.05	day	\$22.25
			Contracts		
			\$4.45	hour	\$3.80
			\$28.90	day	\$24.40

Step 2 - 140% of Poverty Level			Non-Contract/License-Exempt		
2	\$1,313.00	\$15,750.00	\$2.50	hour	\$2.05
3	\$1,651.00	\$19,810.00	\$16.50	day	\$13.50
4	\$1,990.00	\$23,870.00	Non Contract/Licensed		
5	\$2,328.00	\$27,930.00	\$3.10	hour	\$2.35
6	\$2,666.00	\$31,990.00	\$20.05	day	\$15.40
7	\$3,005.00	\$36,050.00	Contract		
8	\$3,343.00	\$40,110.00	\$3.70	hour	\$2.65
For each additional person add	\$339.00	\$4,060.00	\$24.05	day	\$17.40

Step 3 - 190% of Poverty Level			The following rates are for Step 3 families with one or two children receiving child care assistance.		
2	\$1,782.00	\$21,375.00	Non Contract/License-Exempt		
3	\$2,241.00	\$26,885.00	\$2.05	hour	\$1.60
4	\$2,700.00	\$32,395.00	\$13.50	day	\$10.20
5	\$3,159.00	\$37,905.00	Non Contract/Licensed		
6	\$3,618.00	\$43,415.00	\$2.45	hour	\$1.90
7	\$4,078.00	\$48,925.00	\$16.30	day	\$12.15
8	\$4,537.00	\$54,435.00	Contract		
For each additional person add	\$460.00	\$5,510.00	\$2.90	hour	\$2.20
			\$18.90	day	\$14.10

Notes: The parent is required to make a \$.25 per week co-payment for Step 2 and a \$.50 per week co-payment for Step 3, per child.

The Division pays up to the maximum rate (not to exceed the actual costs).

A child in attendance for 1 to 6 hours per day is reimbursed at the hourly rate.

A child in attendance for more than 6 hours per day is reimbursed at the daily rate.

t:ccchartj

The following rates are for Step 3 families with three or more children receiving child care assistance.					
Non Contract/License-Exempt					
\$2.40	hour	\$1.95			
\$15.55	day	\$12.35			
Non-Contract/Licensed					
\$2.90	hour	\$2.20			
\$18.90	day	\$14.10			
Contract					
\$3.35	hour	\$2.45			
\$22.00	day	\$16.30			

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